

SEP 1988

POSITION DESCRIPTION

POSITION NO. DJ035
GRADE & TITLE: IS-04 Executive Secretary
LOCATION: Office of Administration
DDS&T/FBIS Secretary to Chief/Deputy Chief,
Administrative Staff

This position is located in the DDS&T/Foreign Broadcast Information Service/Administrative Staff. The incumbent serves as a IS-04 Executive Secretary and Office Manager to the Chief and Deputy Chief, Administrative Staff. Responsibilities include but are not limited to the complete secretarial and administrative support to, and communications link for, the Chief and Deputy Chief. In addition, the incumbent has Executive Secretarial administrative/advisory responsibilities to the Administrative Staff's managers and provides procedural requirements training and guidance to a clerical force of four.

- I. Primary Duties: The primary Office Management duties providing support to the Chief/Deputy Chief include the following:
 2. Senior Secretary to the Administrative Staff, overseeing training and secretarial procedures for four staff secretaries. Directly supervises one junior secretary.
 1. Responsible for managing the workflow in the office. This duty involves prioritizing all administrative details, tracking and following up on all action items to ensure timely responses and proper format and performing the final review of all outgoing correspondence for quality control purposes. Reviews mail, determining what the Chief and Deputy Chief need to see. Disseminates mail indicating required action at a lower, Administration level.
 3. Answers the Chief's telephone calls and answers a wide variety of administrative questions on his behalf; refers calls to appropriate officer or handles them herself.
 4. Initiates routine cable traffic to the field and initial drafts of employee bulletins for FBIS Headquarters personnel.
 5. Attends the Chief's staff meetings for the purpose of serving as recording Secretary and to perform follow-up tasking as directed.
 6. Serves as the System Administrator for the ELECTAS System for all of FBIS. Serves as a mentor to the ELECTAS clerks, supervises overall ELECTAS processing activities and is responsible for updating personnel changes in the system.
 7. Responsible for monitoring and coordinating all clerical overtime on the Staff, including Staff authorized to work overtime outside the component.

8. Types and disseminates cables and other traffic between Admin Staff and the field bureaus.
9. Initiates agendas, non-technical working papers/reports, materials, etc. in support of the Chief's daily schedule, and provides him with an oral overview of the days planned events.
10. Maintains the Chief's and Deputy Chief's calendar with full authority to schedule/reschedule meetings, appointments, conferences, etc.
11. Performs all filing for the Chief/Deputy Chief, maintains "Eyes Only" files.

II. Secondary Duties:

1. In absence of junior Admin secretary prepares security clearances to be passed for non-agency personnel to have access to FBIS installations for individual/groups visiting other government agencies/contractor facilities and ensures proper security clearance certifications are received. Processes requests for Special Access (compartmented) clearances and Outside Activity Reports for all staff and foreign national employees. Exercises discretion in dealing with sensitive matters.
2. In absence of junior Admin secretary prepares memoranda, cables, and other branch level correspondence.
3. Serves as the back-up System Administrator for all Wang Alliance equipment in the Administrative Staff. Supervises overall Wang processing activities for Administrative Staff and is responsible for applications and systems administration, data preparation and input.
4. Suggests/implements changes to improve the flow of work among originators, secretaries, reviewers, and approving officials throughout FBIS.

These duties, as outlined above, require a thorough knowledge of the function, mission, and organization of the Agency. The position also requires a comprehensive knowledge of secretarial technical skills to include proper English grammar, spelling, punctuation, syntax, Agency correspondence formats and techniques, and qualification in typing and shorthand by Agency standards.

The position requires the ability to perform a variety of secretarial-administrative responsibilities. In this role, the incumbent serves as the Chief, Administrative Staff/FBIS' authoritative focal point for all secretarial career development issues: FBIS secretarial requirements and qualifications, workflow, training and education, and intra/inter-office correspondence formats.

In essence, the incumbent is expected to anticipate trends and troubleshoot on-going concerns which impact directly upon the Chief, Administrative Staff's secretarial cadre. Incumbent serves as a mentor to the Administrative Staff clerical employees, and is a fully participating member of the Administrative Staff.

The incumbent maintains a variety of contacts within and outside the Agency. Frequent contacts are with Agency secretaries at all levels, including secretaries in Director/FBIS office. The purpose of these contacts ranges from obtaining and exchanging information to planning and coordinating arrangements for conferences and visitors, and advising on new administrative procedural policy.

Job Enrichment

The level of knowledge, independence of supervision, and responsibilities are commensurate with an IS-04 Executive Secretary. Except for individual office preference for tasking as changing requirements demand, job enrichment is not necessary for this position.